

SUMMARY OF PROCEEDINGS

CIVIL SERVICE COMMISSION – COUNTY OF KERN 1115 Truxtun Avenue Bakersfield, California 93301

Regular Meeting

Monday, December 12, 2016

5:30pm

PRESENT: Commissioners Agbalog, Burrow, Price, and Rose

ABSENT: Commissioner Prince

OTHERS: Bryan Alba, Devin Brown, Jeff Frapwell, Kelly Levig, Maria Murbach, Keri Pharris, Brian Van Wyk, Brenda Villanueva, and others

NOTE: Ag, Bu, Pri, Pr, Ro are abbreviations for Commissioners Agbalog, Burrow, Price, Prince & Rose. For example, Bu/Pr denotes Commissioner Burrow made the motion and Commissioner Prince seconded the motion. The abbreviations “ab” means absent and “abd” abstained.

COMMISSIONER ACTION IS SHOWN IN CAPS AFTER EACH ITEM

President Rose welcomed Brian Van Wyk, Deputy County Counsel, and called the meeting to order at 5:30 p.m.

PUBLIC SESSION

1. **Public Presentations**

NONE

*2. **Approval of Minutes**

Regular Meeting on November 14, 2016; **APPROVED**; Pri/Ag – 4 ayes/1 ab

*3. **Examination Schedule:** The following examinations have been scheduled in accordance with Civil Service Rules and established procedures. **APPROVED**; Pri/Ag – 4 ayes/1 ab

6802) Fire Engineer-DP-Fire

6803) Fire Captain-DP-Fire

6804) AG Biologist/Weights and Measures Trainee

6805) Crime Prevention Coordinator-DP-Sheriff

6806) Market and Promotions Coordinator-DP-Public

6807) District Attorney IV-County Wide Promotional

6808) Auditor-Controller's Division Chief-DP-Auditor Controller

6809) Groundkeeper I/II-Shift-Lake Isabella/Tehachapi

6810) Groundkeeper III-Shift

6811) Assistant Registrar of Voters-DP-Auditor-Controller/Elections

6812) Chief Deputy of Voters-DP-Auditor-Controller/Elections

6813) Office Services Coordinator-DP-Library

6814) Deputy Public Defender I/II/III/IV/V

- 6815) Mental Health Recovery Specialist III
- 6816) Public Health Aide I/II
- 6817) Health Education Assistant I
- 6818) Billing Office Specialist III-DP-Public Health
- 6819) Public Health Project Specialist-DP-Public Health
- 6820) Detentions Sergeant-DP-Sheriff
- 6821) Detentions Senior Deputy-DP-Sheriff
- 6822) Contracts Administration Assistant
- 6823) Deputy Fire Chief-DP-Fire
- 6824) Firefighter
- 6825) Road Maintenance Worker III-DP-Public Works
- 6826) Deputy Sheriff Trainee-Post Pellet B
- 6827) Fiscal Support Specialist-DP-Mental Health
- 6828) Substance Abuse Specialist I/II
- 6829) Environmental Health Specialist IV-DP-Public Health

4. **New Specification(s):** The following job specification(s) have been created and approved by the Chief Human Resources Officer and are submitted for the Commission's review in accordance with Civil Service Rule 204.21; Devin Brown, Chief Human Resources Officer, heard; **REVIEWED, RECEIVED, AND FILED**; Bu/Ag – 4 ayes/1 ab

a) General Services Division Chief, Item No. 0645

Devin Brown, Chief Human Resources Officer, provided a brief overview.

Commissioner Burrow is this role going to be a single person or will there be several chiefs under this department expansion. Mr. Brown explained there will be four division chiefs. To divide the duties.

5. **Revised Specification(s):** The following job specification(s) have been revised and approved by the Chief Human Resources Officer and are submitted for the Commission's review in accordance with Civil Service Rule 204.21; Devin Brown, Chief Human Resources Officer, heard; No public comment; **REVIEWED, RECEIVED, AND FILED**;

a) General Services Manager, Item No. 0643; Pri/Bu – 4 ayes/1 ab

Mr. Brown provided a brief overview. Commissioner Price asked about the meaning of gratuitous service agreements found in page four of the revisions. Mr. Frapwell explained that gratuitous service agreements are agreements with non-profit or other groups that have agreed to provide some level of service in lieu of paying a fee to use a park facility. He gave the example of a group wanting to use a park and putting in a playground.

b) Family Advocate, Item No. 3716; Pri/Bu – 4 ayes/1 ab

Mr. Brown provided a brief overview.

6. Second Reading of New Rule 1736 of the Civil Service Commission; No public comment;
WAIVED READING; APPROVED & ADOPTED; *Pri/Bu – 4 ayes/1 ab*

Mr. Brown explained this is a new rule written by Mark Nations, Interim County Counsel. Ms. Murbach, Commission Secretary, explained that this new rule addresses the Pitchess Motion. The Commission recently participated in a Pitchess Motion and there was no existing rule. Commissioner Price thanked Mr. Nations and Ms. Murbach for putting this together thoroughly.

7. **Human Resources Division Items/Report:**

Mr. Brown reported that after months of searching, the Board of Supervisors selected Ryan Alsop as the new County Administrative Officer. Mr. Alsop will begin on January 3, 2017.

HRD staff recently had a meeting with a representative from LinkedIn. LinkedIn is putting together some software licenses to use LinkedIn as a recruiting tool to help source talent. Commissioner Burrow and Ms. Murbach also attended to hear how LinkedIn can be used as a recruiting tool and to build a brand for Kern County. LinkedIn has a large user base of approximately 450 million people all over the world. He will keep the Commission informed.

Online Testing - Mr. Brown informed the Commission that they looked at some of the suggestions Commissioners Agbalog and Prince raised at the last meeting. He found that there are some difficulties in making some restrictions in changing the questions within a test for different applicants. At this point, there is no technology involved in the product that would automatically jumble the questions. He has been working on putting together an implementation strategy. Mr. Brown wished the Commission Happy Holidays.

Commissioner Burrow thanked Mr. Brown for inviting him to attend. At the meeting, it was stated that 30% of the workforce is searching for a job and when a recruiter uses any of the other online services, they are basically pulling from that 30% whereas LinkedIn has the opportunity to include the other 70%. It is a powerful tool for the professional world. Mr. Brown explained that the percentages are broken down into active job seekers and passive job seekers. The 70% that Commissioner Burrow spoke about are those people who are employed but have talents and skills that we may be searching for. This tool recruiter license will allow HRD to search for those people, match them up against the skills we are looking for through an algorithm that the company has created, and build a pipeline of people HRD can reach out to with a personal message to let them know about available positions. Commissioner Price agreed this is a great recruiting tool.

8. **Commission Member Presentations or Announcements:**

President Rose complimented the Southwest Library Branch. They have done an excellent job decorating the library and some of the local children have been going there to have their picture taken.

Commissioner Burrow announced that he has moved on from the Bakersfield Symphony Orchestra to a company known as Sierra School Equipment Company also under the name of Sierra Business Interiors. He enjoyed his time with the symphony.

9. **Adjourn to Closed Session:** At 6:02 p.m., the Commission adjourned to closed session to consider the appointment, employment, evaluation of performance, discipline, or dismissal of public employees and/or to hear complaints or charges brought against employees by another person or employee.

CLOSED SESSION (Government Code § 54957)

10. Public Employee – Discipline/Dismissal/Release
Detentions Deputy (Sheriff's) – Case No. 2016-0020; **ITEM CONTINUED TO JANUARY 9, 2017 CSC REGULAR MEETING**; *Pri/Bu – 4 ayes/ 1 ab*
11. Public Employee – Discipline/Dismissal/Release
Deputy Sheriff (Sheriff's) – Case No. 2016-0021; **HEARING DATES SET FOR MAY 25, JUNE 6, 8, 19, 20, 22, 26, 27, AND 29, 2017**
12. Public Employee – Discipline/Dismissal/Release
Deputy Sheriff (Sheriff's) – (via telephone call) Case No. 2016-0022; **ITEM CONTINUED TO JANUARY 9, 2017 CSC REGULAR MEETING**
13. PERFORMANCE EVALUATION - Consideration of the evaluation of performance of the Civil Service Commission Secretary (Govt Code § 54957(b)(1)); **NO REPORTABLE ACTION**
14. President Rose adjourned the meeting at 7:00 p.m. to the next Regular Meeting to be held on Monday, January 9, 2017 at 5:30 p.m.